



TOWN OF HANOVER FACILITIES DEPARTMENT

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Robert Murray, PE
Facilities Engineering Mgr.

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Depts. and the Town's Website

FROM: Robert Murray
Facilities Engineering Manager

DATE: May 8, 2015

NOTICE OF VACANCY FULL-TIME FACILITIES DEPARTMENT ADMINISTRATIVE ASSISTANT

The Town of Hanover is seeking an experienced, full-time person to assist in the Facilities Department to provide administrative support to the Facilities Engineering Manager and the Deputy Superintendent for Facilities.

Responsibilities include, but are not limited to: administrative support for the Facilities Engineering Manager, Deputy Superintendent, and Facilities staff. This full-time position requires a team player who is responsible and can demonstrate exemplary interpersonal skills, both written and oral, high integrity, and a self-starter with excellent time management skill. A vital requisite is high aptitude to learn and implement many software programs for administration and facilities support. Position requires excellent organizational skills, filing abilities, training support, purchasing support, personnel support and proven experience and aptitude with computer applications including Microsoft Office. Frequent driving to Town's municipal buildings for various administrative tasks is essential.

Qualifications: Associates Degree from a college or technical school or two years related experience and/or training; or equivalent combination of education and experience. Driver's license required. Must have experience with Microsoft Office programs including Word, Excel, PowerPoint and Outlook along with Adobe Acrobat. Experience with Schooldude Maintenance and Facilities Scheduling applications, Building Automation Software, and Web Design Software is preferred, as well as aptitude to understand technical concepts in a highly technical department.

Individuals with equivalent work experience and educational qualifications are encouraged to apply. Salary is based on experience and qualifications. Deadline for application is May 26, 2015. A full description of the position is available upon request. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov. (Posted 5-8-15)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.